



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
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DATE 27 APR 2020
BY: [Signature]

MEMORANDUM

TO : **Brayan B. Garces, SDS Office**
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Paul John P. Arias, ICT Services
Pamela L. Astudillo, BAC Unit
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Sibyl L. Maputi, Budget Section
Jutchel L. Nayra, Admin. Section
Rufelia J. Limbengco, Cash Unit
Guia Ma. G. Villahermosa, Personnel Unit
Florabelle R. Porras, Records Unit
Darvy C. Daguimol, Property & Supply Unit
OSDS

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FROM : VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE : April 27, 2020

RE : DIVISION QMS MEETING

You are hereby directed to attend the Division QMS Meeting on April 27, 2020 (Monday), to start at 9:00AM, to be conducted at the NEW SDO Main Building, Casisang, Malaybalay-City. Participants are advised to be on-time.

The agenda of the meeting include presentation and discussion of the following:

- Quality Manual (QM) by the Division QMR SDS Victoria V. Gazo;
- Compliance Report and List of PMs of the QMS Requirements submitted by the Process Owners through the Deputy QMRs per Office (Jutchel Nayra -OSDS; Ralph T. Quirog-CID and Lorenzo O. Capacio-SGOD);
- Document Records Control (DRC) Works by DRC Florabelle R. Porras;
- Internal Quality Auditing Works by the Lead Auditor Romil E. Jabonero;
- Issues and Challenges during the QMS management planning/preparation and roll-out implementation, among others;
- Next Steps in Preparation for the Remaining Activities based on Timeline (e.g. Guided Audit on May 7&8, 2020, Mock Assessment, Management Review, and CB Audit); and,
- Other QMS-related matters,

To ensure effective and efficient conduct of the meeting, selected employees are advised to do the following:

Employee	Task/s
Brayan Garces	Center tables and chairs
Darvy C. Daguimol Paul John P. Arias	Set-up of the DLP and extension wire (if needed)
Guia Ma. G. Villahermosa	Attendance Sheet
Pamela L. Astudillo	Record Minutes of the Meeting
Louela Christie Toylo	Facilitator



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